



Write a Thank You Letter To a Career Mentor/Role Model

Use the model below to prepare a thank you letter to send to your career mentor/role model. Send your letter within a week of your career exploration or job shadowing activity.

Date (month/date/year)

Mentor's Name/Title

Name of Company

Street Address

Suite, Floor, Room No. (if applicable)

City, State, Zip Code

Dear. Mr. or Ms. (mentor's last name)

Thank you for the opportunity to visit (name of company) and explore a career as a (title of occupation). By observing a typical day on the job I was able to learn more about the academic and workplace skills that will be required to be successful in the workplace. It also gave me the opportunity to observe the work environment at your company.

(In this paragraph, describe some of the things you specifically learned and liked about the career.)

(Add any additional comments you may have about your experience, such as your desire to pursue that career, how helpful they were in answering your questions and making you feel comfortable, etc.)

Sincerely,

(Sign your name)

(Include your program name, school name)